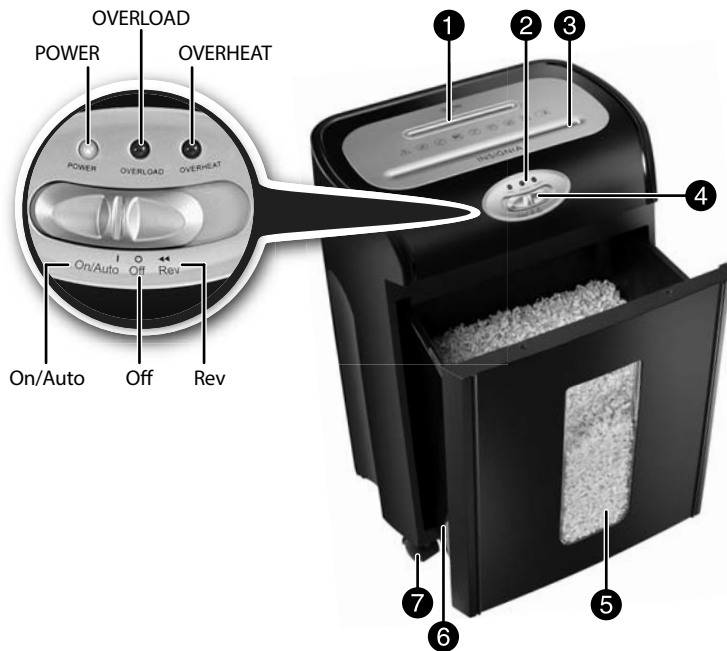


Congratulations on your purchase of a high-quality Insignia product. Your micro cut shredder is designed for reliable and trouble-free performance.

### Package contents

- Micro cut shredder with wastebasket
- Quick Setup Guide

### Features



### Setting up your shredder

- 1 Place the wastebasket securely in the shredder.

**Note:** Do not use plastic bags to line the wastebasket.

- 2 Connect the power cord to a power outlet.

#	ITEM	DESCRIPTION
1	Disc slot	For CDs and DVDs. Insert one at a time.
2	LED indicators	<b>POWER</b> - Lights when the shredder is in use. <b>OVERLOAD</b> - Lights when trying to shred over the maximum 10 sheets, or paper is folded. <b>OVERHEAT</b> - Lights when the shredder has overheated. If this light is on, turn off the shredder and let it cool for at least 50 minutes.
3	Paper/Credit card slot	Insert up to 10 sheets of paper at a time or one credit card at a time.
4	Switch	<b>On/Auto</b> ( ) - Shreds an item when inserted into the paper or disc slot, then stops when it is finished shredding. <b>Off</b> (O) - Turns off the shredder. <b>Rev</b> (◀◀) - Reverses the paper to clear a jam or remove unshredded paper.
5	Window	Allows you to see when the wastebasket is full.
6	Wastebasket	Empty when 2/3 full.
7	Wheels	Allows you to easily move your shredder.

## Using your shredder

- 1 Slide the power switch to **On/Auto**.
- 2 Insert paper (up to 10 pages) or one credit card into the paper/credit card slot, or insert disc into the disc slot. The shredder automatically shreds what you insert.  
**Note:** Do not put paper clips, adhesive paper, or tape through the shredder.
- 3 If the shredder jams, slide the switch to **REV** to return the paper, then slide the switch to **OFF**.
- 4 When the wastebasket is 2/3 full, slide the switch to **OFF**, unplug it from the power outlet, then remove and empty the wastebasket. Replace the wastebasket.

## Troubleshooting

PROBLEM	SOLUTION
<b>The shredder does not stop running</b>	<ul style="list-style-type: none"><li>• Slide the switch to <b>OFF</b>, unplug it from the power outlet, then empty the wastebasket.</li><li>• Slide the switch to <b>OFF</b>, unplug it from the power outlet, then push the shredded paper down to make sure that it is away from the shredder head.</li><li>• Slide the switch to <b>REV</b> to remove extra paper, disc, or credit card from the shredder.</li></ul>
<b>The shredder is jammed</b>	<ul style="list-style-type: none"><li>• Slide the switch to <b>REV</b> to remove the stuck paper, disc, or credit card.</li><li>• Make sure that you only send 10 sheets of paper, one credit card, or one disc through the shredder at a time.</li></ul>
<b>The shredder will not run</b>	<ul style="list-style-type: none"><li>• Change the position of the paper as you insert it.</li><li>• The paper may be too thin or crumpled for the shredder to recognize it. Fold the paper, then reinsert it.</li><li>• Slide the switch to <b>REV</b>.</li><li>• Make sure that you only send 10 sheets of paper, one credit card, or one disc through the shredder at a time.</li><li>• Unplug the shredder from the power outlet and let it cool for at least 50 minutes.</li></ul>
<b>The overheat LED indicator turned on</b>	<ul style="list-style-type: none"><li>• Unplug the shredder from the power outlet and let it cool for at least 50 minutes.</li></ul>
<b>The overload LED indicator turned on</b>	<ul style="list-style-type: none"><li>• Slide the switch to <b>OFF</b>, unplug the shredder from the power outlet, then empty the wastebasket.</li></ul>

## Specifications

<b>Cutting style</b>	Micro cut	<b>Shred size</b>	.12 × .35 in. (3 × 9 mm)
<b>Entry width</b>	8.8 in. (225 mm)	<b>Duty cycle</b>	5 mins ON / 50 mins OFF
<b>Shred capacity</b>	10 sheets (75g/m <sup>2</sup> A4 paper) 1 disc or credit card	<b>Input</b>	AC120V, 60Hz, 2.3A
		<b>Net weight</b>	18.2 lbs. (8.25 kg)
		<b>Basket capacity</b>	4.5 gal (17 L)

## Important safety information

- Avoid touching the paper/credit card or disc slot with your hands.
- Keep pets and children away from the shredder.
- Keep loose clothing, jewelry, hair, and other personal items away from the shredder.
- Unplug the shredder before cleaning or emptying the wastebasket.
- Do not place the shredder near a heat source or store in a humid environment for long periods of time.
- Unplug the shredder if it will not be used for a long period of time.
- Do not use aerosol products near the shredder.
- The socket-outlet shall be near the shredder and shall be easily accessible.

								
<b>WARNING</b> To avoid injury to yourself and others, please follow safety instructions before operating this device.	Read instructions before use.	Avoid touching the document feed opening with your hands. Never insert your hand or fingers into the feed opening.	Product is not intended for use by children (product is not a toy).	Do not spray or keep any aerosol products in or around shredder.	Avoid loose clothing or jewelry touching the document feed opening.	Do not shred paper with paperclips or staples. Do not shred gummed or wet paper.	Avoid getting your hair or face near the document feed opening. Do not let hair touch the document feed opening. Serious injury may result.	Do not exceed the shredders maximum capacity of ten sheets.

## One-year limited warranty

Visit [www.insigniaproducts.com](http://www.insigniaproducts.com) for details.

## Contact Insignia:

For customer service, call 1-877-467-4289 (U.S. and Canada) or 01-800-926-3000 (Mexico)  
[www.insigniaproducts.com](http://www.insigniaproducts.com)

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